

## **\*\*\*CAREER OPPORTUNITY\*\*\***

### **The United States District Court District of Delaware**

**Position:** Systems Administrator

**Location:** Boggs Courthouse, 844 N King Street, Wilmington, Delaware

| <b>Salary/Target Grade</b>  | <b>Opening Date</b> | <b>Closing Date</b> | <b>Announcement</b> |
|-----------------------------|---------------------|---------------------|---------------------|
| \$48,997 - \$79,615 (CL-27) |                     |                     |                     |
| \$58,705 - \$95,461 (CL-28) | February 14, 2013   | Until Closed        | 13-01               |

#### **Position Overview**

The Systems Administrator manages the judiciary's LAN/WAN/Wireless/telecommunications networks and the various systems associated with courtroom technology and audio visual equipment. He/she performs routine administration as well as more complex administration duties including developing standards, recommending infrastructure change, and coordinating and implementing security measures. The Systems Administrator serves as the liaison with GSA for projects such as wiring and telecommunications that involve special access and permissions. Responsibilities include high-level and long-term design and analysis of specific court unit systems, and collaborating with judges, managers and supervisors. More specifically, Systems Administrators:

Coordinate and link network, telecommunication and other systems within an organization to increase compatibility and share information. Determine software or hardware needed to set up or alter systems. Train users to work with phones, computer systems and programs. Diagnose hardware and custom off-the-shelf software problems, and replace defective components. Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes. Maintain system security.

Develop and implement short-term and long-range automation improvement plans in areas of expertise, ensuring that the changes can be implemented with minimal disruption at the court site. Maintain computer and telephone hardware inventory and assist with property disposal.

Perform data backups. Plan for disaster recovery operations and testing including performance, security, anti-virus, intrusion, web usage/monitoring, design and acquisition of equipment. Produce useful system documentation, and perform system startup and shutdown procedures, and maintain control records.

Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to various systems.

Plan, coordinate, implement, and test security measures in order to protect data, software, and hardware. Serve as security administrator for various applications.

Design, configure, and implement computer hardware and operating system software. Develop standard guidelines for the use and acquisition of software and to protect vulnerable information.

Perform other duties as assigned.

### **Qualifications**

Candidate must possess exceptional analytical and communication skills, both oral and written; ability to exercise mature judgment and to manage multiple projects simultaneously; ability to deal effectively with the District Judges, Magistrate Judges, and other members of the Court; be a team player who is highly motivated and flexible in a changing environment. Attention to detail is critical. Professional or business like approach and attire are required.

### **Education & Experience Education & Experience**

The completion of a degree in computer science, information systems management (or other related field), or significant experience in a directly related field is preferred. Otherwise, the minimum requirement is the possession of a High School Diploma or GED, and 2 years of experience in a directly related field . Transcripts may be required for verification prior to the start of employment.

### **Benefits**

The United States District Court for the District of Delaware offers a generous benefit's package (some benefits require a waiting period) to full-time employees which includes:

- 10 Paid Holidays
- 13 Days Paid Vacation ( first 3 years )
- 20 Days Paid Vacation ( after 3 years )
- 26 Days Paid Vacation ( after 15 years)
- Medical Coverage
- Long Term Care Insurance Options
- Paid Sick Leave
- Retirement Benefits and Thrift Savings Plan
- Life Insurance Plan Options
- Commuter Benefits Program
- Credit Union Participation
- Medical/Dependent Care Reimbursement Accts.

### **Information for Applicants**

Submit resumes to: Personnel, 844 N. King Street, Unit 18, Wilmington, Delaware, 19801-3570.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice or other notice. This job announcement may involve filling more than one position described herein.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Employees will be subject to a probationary period before permanent status is achieved. Advancement on the pay scale is contingent upon satisfactory performance.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Systems Administrator is a high-sensitive position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and every five years thereafter, will be subject to an updated investigation similar to the initial one.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be tested or interviewed. If you are not notified by us, another candidate within the recruitment was selected.

The U.S. District Court will maintain position opening applications or resumes on file to quantify applicant data for statistical reporting requirements.

**If you have any questions regarding this announcement please contact  
our Personnel Specialist at (302) 573-6170.**

**The U.S. District Court for the District of Delaware is an Equal Opportunity Employer**